

Attendance Accounting Guidelines Extended Day Programs

Registers

1. The extended day teacher for each section of an extended day program keeps a monthly register.
2. Register sections:
 - a. Program Dates: Enter the inclusive dates of the entire 10 week program.
 - b. Period Length: Enter the 4 week period for the register month.
 - c. School: Name of school
 - d. Teacher: Name of extended day teacher.
 - e. Week of: Write the date of the Monday that begins each week of the program (i.e. 11/22/99).
 - f. Date: Write the date of each instructional session (i.e. 11/23/99 and 11/25/99 for a Tuesday/Thursday class during the week of 11/22/99).
 - g. Name: Write the last and first name of each student enrolled.
 - h. Code: Any student in grades 1 or 2 will always be coded "R". Students in grades 3 and 4 receiving instruction in reading only are coded "R". Students in grades 3 and 4 receiving instruction in both reading and math are coded "R/B". Students in grades 5 and 6 receiving instruction in reading and/or math are coded "B".
 - i. Grade: Enter each students current grade.
 - j. Hours: Enter the total hours in each session in decimal form (i.e. 30 minutes equals .5). Students in grades 3 and 4 who receive instruction in both reading and math will likely have hours recorded .5/.5 indicating 30 minutes reading instruction and 30 minutes of math instruction..
 - k. Total: At the end of a four week period hours are totaled horizontally, separating code R and code B hours for the same student with a slash (i.e. 4/4).
 - l. Teacher Signature: Extended day teacher signature.
 - m. Date: Write date.
3. At the end of each 4 week period of the program, the teacher is to submit the completed Attendance Register to the designated attendance clerk.

Summary Reports

1. The designated attendance clerk completes the summary reports at the end of each attendance period.
2. There are two summary reports;
 - a. K-4 Reading
 - b. Grades 2-6 Social Promotion
3. The total number of pupils enrolled at each grade level are entered in column 2. This number includes all students, regardless of whether or not they were enrolled for the entire 10 week program.
4. The total number of days taught is entered in column 2. This number is the number of days taught during the register period (i.e. The register period is 8 days, but one day was a holiday. The number entered would be 7). The number would be the same for all grades.
5. Total hours from the monthly registers, differentiated by program and grade level, are entered in column 4 and totaled at the bottom. The program can be identified using the CODE column on the register. R = K-4 Reading, B = Grades 2-6 Social Promotion. An R/B indicates a split of time designated in the HOURS columns.
6. Completed summary reports with supporting registers are submitted to Business Services.